Appendix C

CT.gov Update (q 6 month review) Guidelines

Note: Any red **ERROR** must be addressed or changed; any blue **NOTE**: is only a suggestion. A red \* is a field that must be completed. Click on the Edit field to change or enter data.

|  |  |  |  |
| --- | --- | --- | --- |
| **Check if completed** | **Data field** | **Guidance** | **Comments** |
|  |  | Review all fields, change only what is necessary. MUST do every 6 months. |  |
|  | Record verification date | Month and year that record updated or reviewed | These fields are updated each time the record is reviewed and updated |
| CT.gov reviewers might generate Review Comments and a red flag will appear next to the record entry by the word Open | | | |
|  | Approve | PI or PRS administrator with PIs permission |  |
|  | Release | PI or PRS administrator with PIs permission |  |
|  |  |  |  |